

## Request for Notice

**STEP 1** The **DOCUMENT SELECTION** screen displays.

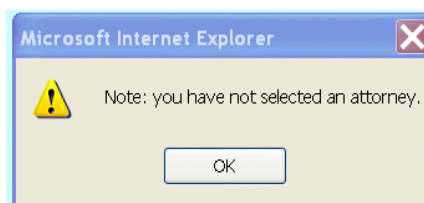


◆ Highlight Request for Notice and click **[Next]**.

**STEP 2** The **ATTORNEY SELECTION** screen displays.



◆ Click **[Next]** and the following screen displays.



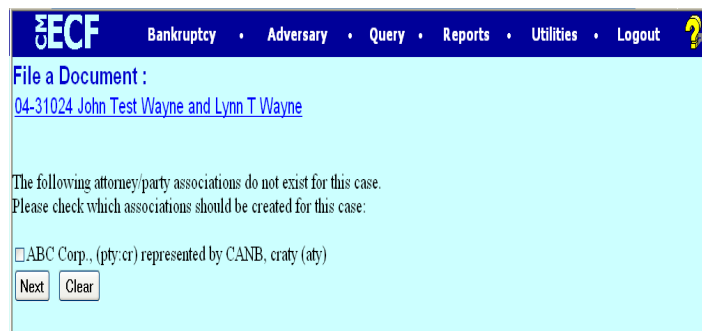
◆ Click **[OK]**.

**STEP 3** The **PARTY SELECTION** screen displays.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Document :'. Underneath, the case number '04-31024 John Test Wayne and Lynn T Wayne' is displayed. The main content area has a light blue background. It features a section titled 'Select the Party:' with a dropdown menu. The dropdown menu is open, showing a list of parties: 'ABC Corp. [Creditor]', 'Office of the U.S. Trustee / SF, [U.S. Trustee]', 'Schoenmann, E. Lynn [Trustee]', 'Wayne, John Test [Debtor]', and 'Wayne, Lynn T [Debtor]'. To the right of the dropdown menu is a link that says 'Add/Create New Party'. At the bottom of the section are two buttons: 'Next' and 'Clear'.

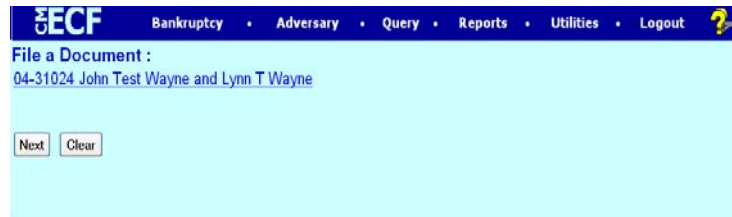
- ◆ If the name of the parties is on the list, highlight the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the [Rules for Adding Parties](#) section of the Appendix.

**STEP 4** The **ATTORNEY/PARTY ASSOCIATION** screen displays for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Document :'. Underneath, the case number '04-31024 John Test Wayne and Lynn T Wayne' is displayed. The main content area has a light blue background. It features a section titled 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox labeled 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. At the bottom of the section are two buttons: 'Next' and 'Clear'.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

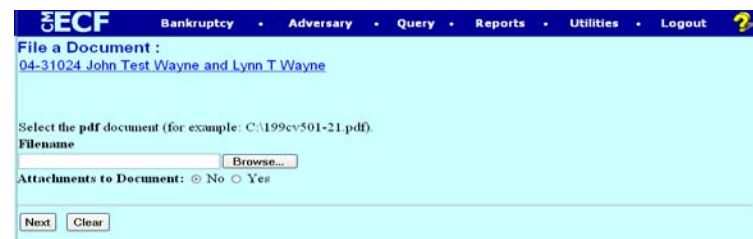
**STEP 5** The **CASE VERIFICATION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text "File a Document :" is displayed, followed by a blue hyperlink "04-31024 John Test Wayne and Lynn T Wayne". At the bottom of the form are two buttons: "Next" and "Clear".

- ◆ If the name of the debtor(s) and case number are correct, click **[Next]**

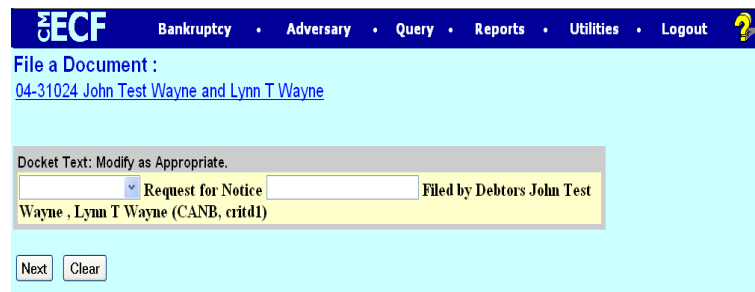
**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF interface for selecting a PDF document. It features the same blue navigation bar as the previous screen. Below the navigation bar, the text "File a Document :" is displayed, followed by a blue hyperlink "04-31024 John Test Wayne and Lynn T Wayne". Below this, the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." is shown. A text input field labeled "Filename" is present, with a "Browse..." button to its right. Below the input field, the text "Attachments to Document: ☒ No ☐ Yes" is displayed. At the bottom of the form are two buttons: "Next" and "Clear".

- ◆ Click **[Browse]** to upload the PDF document for this docket event and click **[Next]**.

**STEP 7** The **MODIFIED DOCKET TEXT** screen displays.



The screenshot shows the ECF interface for modifying docket text. It features the same blue navigation bar as the previous screens. Below the navigation bar, the text "File a Document :" is displayed, followed by a blue hyperlink "04-31024 John Test Wayne and Lynn T Wayne". Below this, a grey box contains the text "Docket Text: Modify as Appropriate." Below the grey box, a text input field is shown with a dropdown menu set to "Request for Notice". To the right of the input field, the text "Filed by Debtors John Test Wayne , Lynn T Wayne (CANB, critd1)" is displayed. At the bottom of the form are two buttons: "Next" and "Clear".

- ◆ Enhance text if applicable, click **[Next]**.

**STEP 8** The **FINAL TEXT EDITING** screen displays.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Document :  
[04-31024 John Test Wayne and Lynn T Wayne](#)

Docket Text: Final Text  
**Request for Notice Filed by Debtor Lynn T Wayne. (CANB, critd1)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify the accuracy of the docket text. If the docket text is correct, click [Next]. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser [**Back**] button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top of the page.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen displays.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Document :  
[04-31024 John Test Wayne and Lynn T Wayne](#)

U.S. Bankruptcy Court  
 Northern District of California

Notice of Electronic Filing

The following transaction was received from CANB, critd1 entered on 10/22/2004 at 3:01 PM PDT and filed on 10/22/2004

Case Name: John Test Wayne and Lynn T Wayne  
 Case Number: [04-31024](#)  
 Document Number: [5](#)

Docket Text:  
 Request for Notice Filed by Debtors John Test Wayne, Lynn T Wayne (CANB, critd1)

- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.